ProvPort

excellence in access to clinical information

Providence | Health System

Alaska Region

MIS Service Desk: 261-3044

IS Trainers:

Katie Gotshall: 743-2377

Scott Quale: 261-6062

Jerry Glynn: 743-2365

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Introduction

Welcome to ProvPort, your gateway for excellence in access to clinical information! ProvPort will allow for a more seamless interface between our other McKesson programs. It is one of the building blocks to our electronic medical record here at Providence. Soon, ProvPort will become a one-stop portal that will allow you access to various parts of the patient's electronic record.

Here are a few key points to keep in mind before you proceed:

- You will need a valid Username and Password. Do not share this Username and Password with anyone. Do not loan out your Username and Password.
- While working in ProvPort please keep in mind:
    - HIPAA Privacy Practices and Procedures as the regulations relate to Protected Health Information of patients
    - respect for patient, employee, and physician confidentiality
- If you have any problems or questions regarding your access to ProvPort, please contact the MIS Service Desk at 261-3044.
  The Service Desk is available 24 hours a day / 7 days a week.

For Questions about ProvPort, Please Contact:

Carol Robinson, Director of Nursing Informatics---------- 261-6023
Dr. Jerome List, IS Medical Director ---------- 261-3096
Sue Nolke, Clinical Coordinator---------- 261-5620
Shirley Eng, Senior Nurse Analyst ---------- 261-5056
IS Training Team:
Kathie Bethard, IS Training Manager ---------- 261-5647
Katie Gotshall, Senior IS Trainer---------- 743-2377
Scott Quale, IS Trainer ---------- 261-6062
Jerry Glynn, IS Trainer ---------- 743-2365

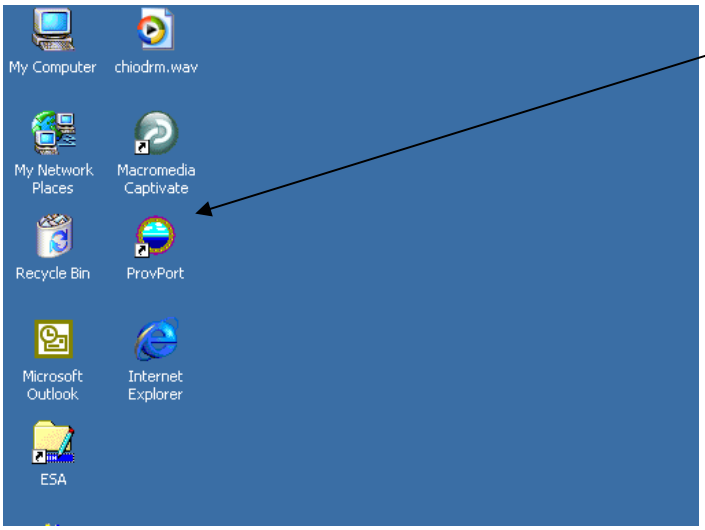
Providence MIS Service Desk---------- 261-3044

Logging into ProvPort

To use ProvPort you will first need to access the application. This can be gained in various ways;

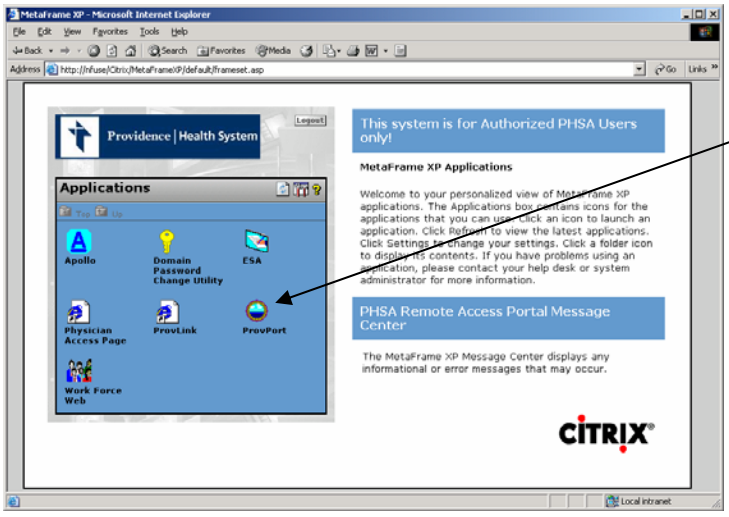
- Remote Access (using your keyfob) clicking the ProvPort icon
- ProvPort icon on the desktop of Providence computers
- ProvLink (Providence Intranet)

Logging in from a Providence Computer,

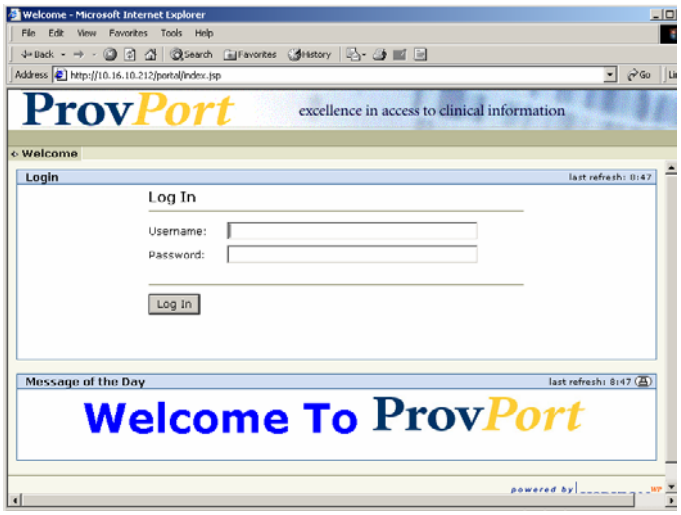


Double click the **ProvPort** icon to launch ProvPort.

Logging in with your Remote Access Keyfob



Single click the **ProvPort** porthole to open the application.



Single click the **Username** field and enter your ProvPort username

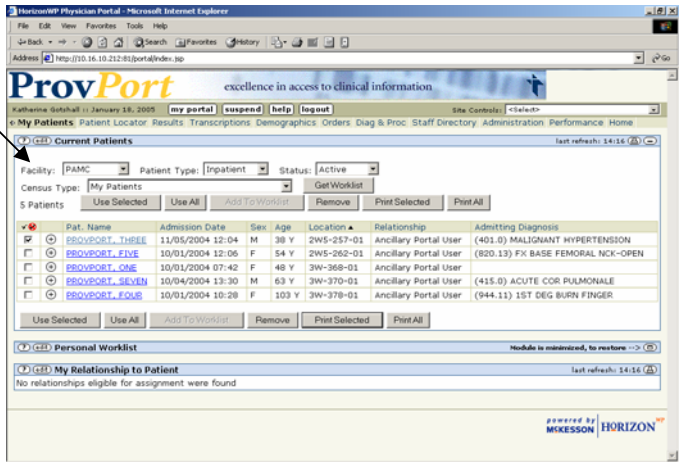
Single click the **Password** field and enter your ProvPort password

Single click the **Log In** button

Your Username and Password will be provided by the Providence MIS department

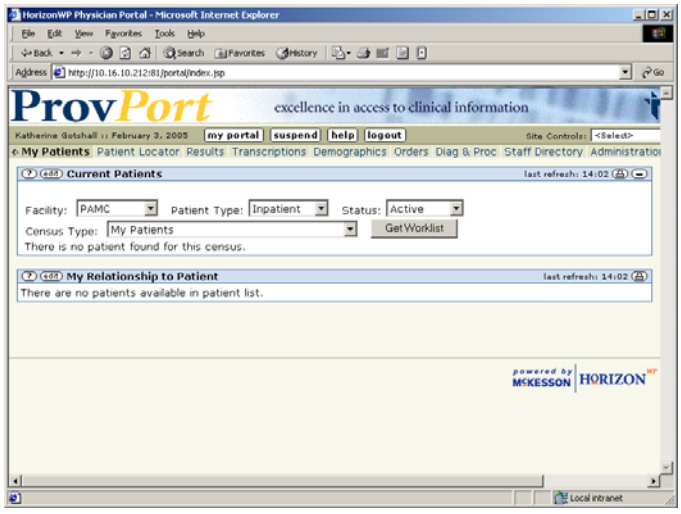
If you have any problems logging in or forget your password contact the Providence Service Desk at 261-3044 for 24 hour assistance.

Once you successfully login to your ProvPort account you will see the **My Patients** screen



The My Patients screen will show a list of your current patients and anyone you have added to your My Patients list from the Patient Locator tab.

If you are a physician, this will include all patients who were admitted under your name, as well as patients for whom you are the attending physician, the consulting physician, the covering physician, the emergency physician, or the referring physician.


ProvPort
excellence in access to clinical information
Current Patients
There is no patient found for this census.
My Relationship to Patient
There are no patients available in patient list.

If you are not a physician and you have not added any active patients to your list, or if you do not have any active patients, your screen may look similar to this.

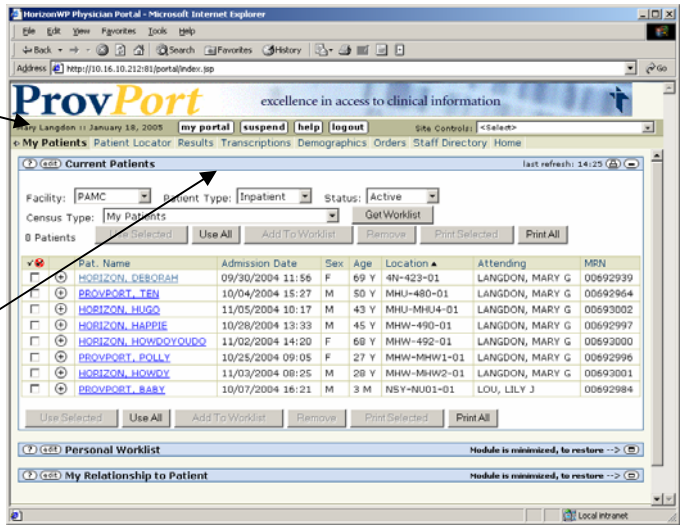
Layout and Anatomy of ProvPort

This section will identify and explain the layout of the ProvPort screen and the navigation elements used to access and display system information.

Login Identification

The ProvPort user's identification will display confirming which user is logged into

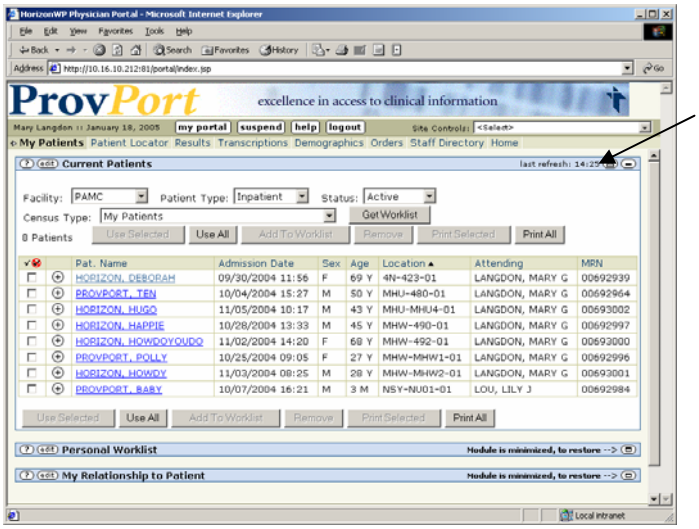
the application.



Navigation Buttons

Always accessible and provide navigation to specific helpful screens. These buttons are;

- **My portal** – returns user to main screen for current tab
- **Suspend** – locks user screen for privacy, enter your password to unlock
- **Help** – opens main ProvPort help screen
- **Log out** – logs user out of ProvPort



Site content

Click **drop down box** to select from list of options

- **Change Password** – click here, and enter your current password to get to a screen where you can change your password.

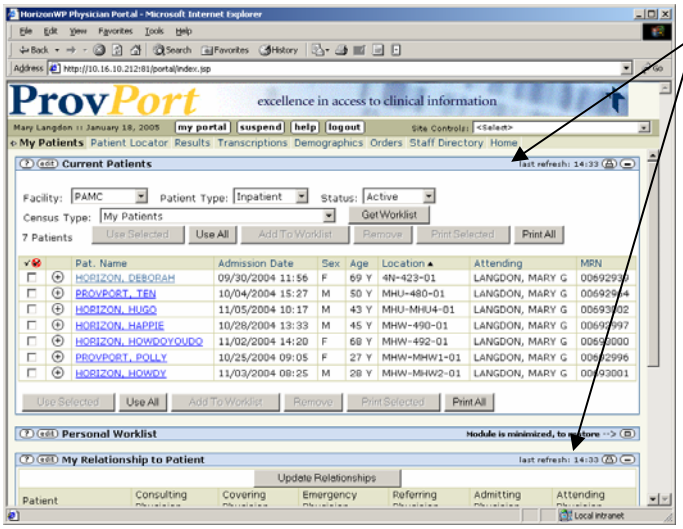
Tabs

The top of your ProvPort account will display "Tabs" which will give you access to various pieces of information. The active tab will appear in **bold black** text. Tabs are assigned depending on your security level. The most common tabs are:

My Patients	Patient Locator	Results	Transcription	Demographics	Orders	Staff Directory	Home

Currently Selected Tab

Single click **any tab** to display the desired information available on that screen
Each tab will be addressed later in this document



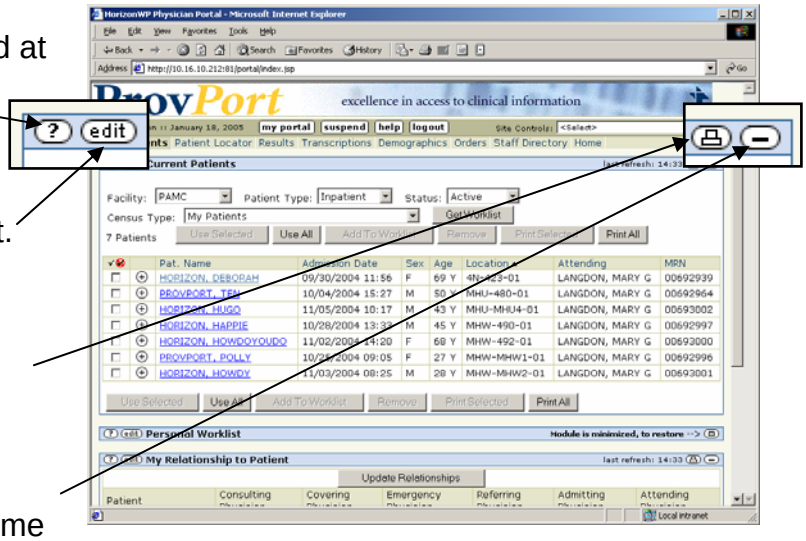
Modules
Modules are the sections displayed under the light blue bars. If you see an edit button on the bar, the module can be customized to display information in a way that serves you better.

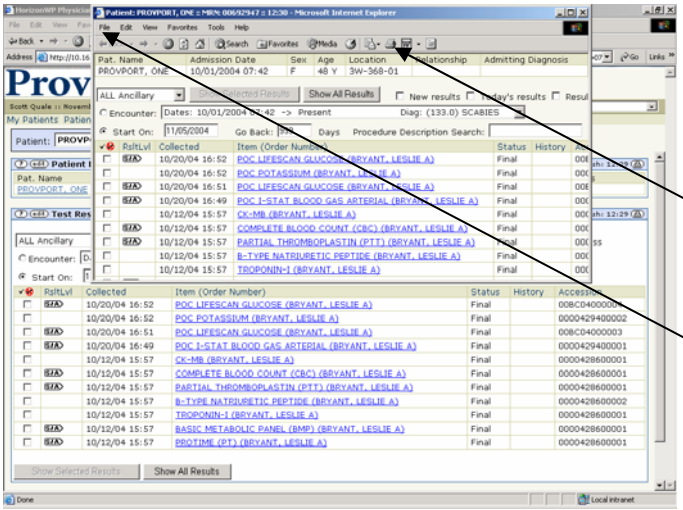
Help
The help button (displayed as ?) can be clicked at any time to access the help text.

Edit
The edit buttons can be used to customize the display of information in your ProvPort account.

Print
The print button is used to see a print preview, where you can print a cleaner copy of the information included in the module.

Minimize
The Minimize button can be used to free up some space on the screen.





Printing:
Single click the **Print icon** in the blue module bar to view the print preview window, then

Click the **Print icon** on the tool bar to print the contents of the screen

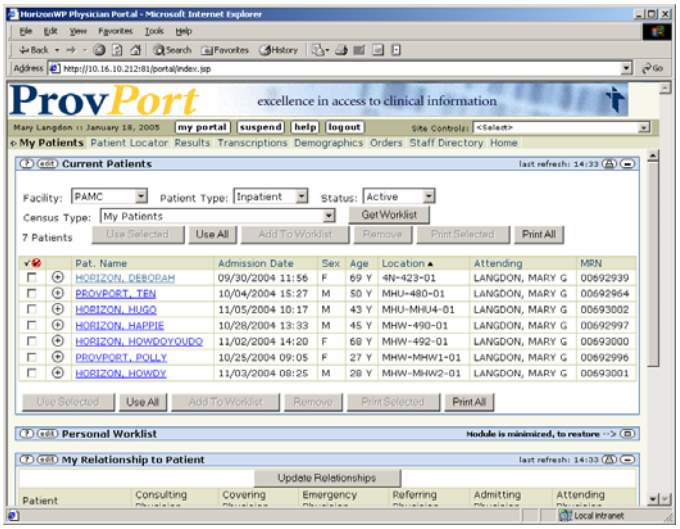
-OR-

Click **File** from the file menu and select Print from the drop down menu

Do not use the "**Back**" button in your web browser to navigate within ProvPort
This can cause the application to error and possibly exit you from the program.
Instead, use the various tabs to navigate.

My Patients

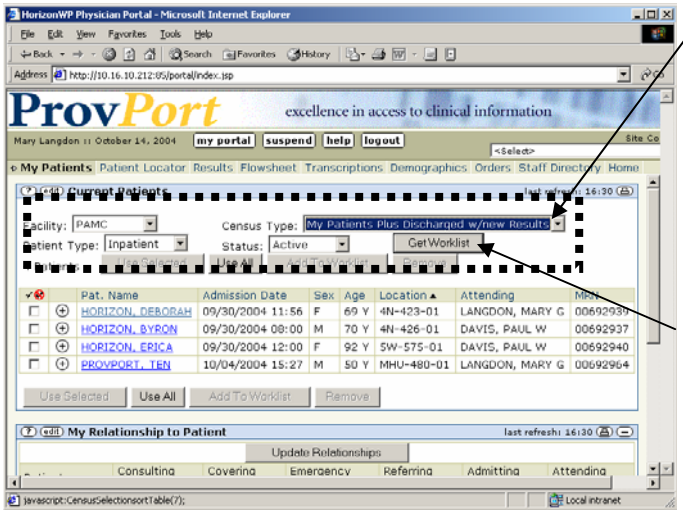
The **My Patients** tab will display the patient list assigned to your account and allow you to filter and adjust that list.



This list shows Patient name, Admission Date, Sex, Age, Location, Attending Physician, and Medical Record Number. You can edit the information displayed here to your personal preferences.

Your patient list display can be altered by selecting from the four drop down lists:

Facility showing PAMC, Seward…
Patient Type showing Inpatient, Outpatient…
Status showing Active, Discharged…
Census Type showing My patients, Cover patients…



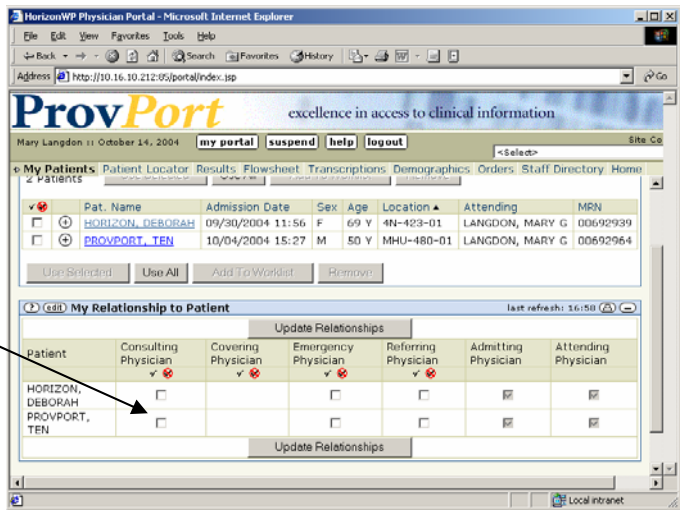
Single click the **Census Type** drop down list and select a census type

- My patients
- My patients plus discharged w/ new results
- My group's patients

Single click the **Get Worklist** button to display your new patient list after making any selection from a drop down list

My Relationship to Patient

If you are a physician, the My Relationship to Patient module can be edited to revise your relationship to a patient.



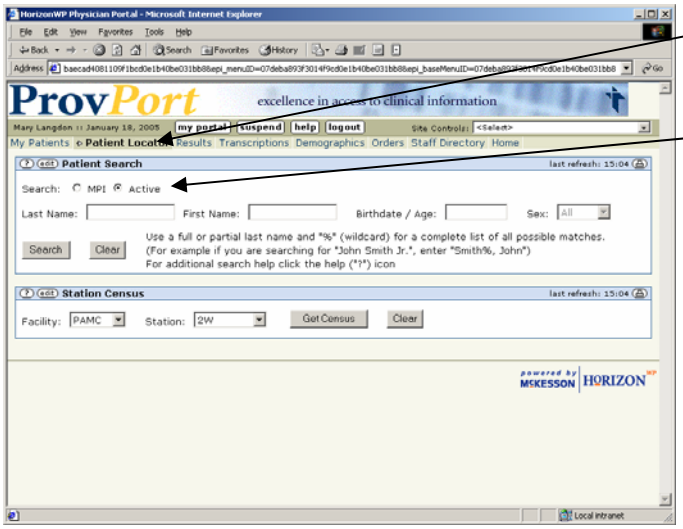
Single click the **appropriate relationship** you desire to the patients listed on your My Patients screen, then *click* **Update Relationships**.

Any physician who is listed as an Admitting or Attending cannot change that relationship in ProvPort. Please notify Admitting personnel if this information is incorrect or needs to be changed.

Non-physicians cannot edit this information.

Patient Locator

The **Patient Locator** tab can be used to locate patients that are not assigned to you or viewable in one of your census groups.



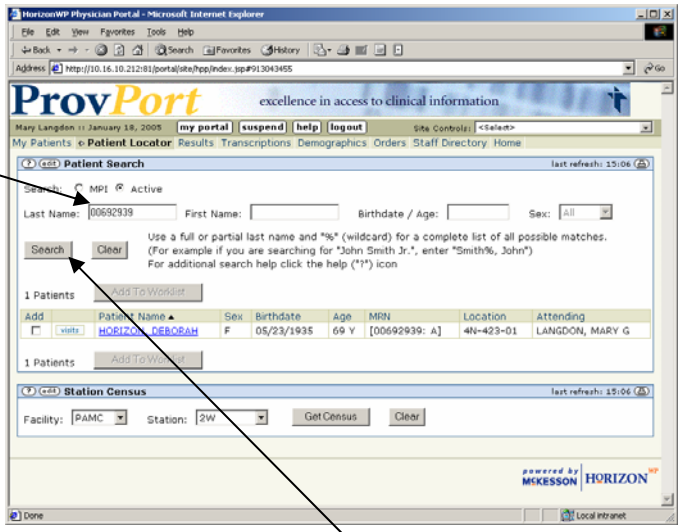
***Single click* the** Patient Locator **tab to open the search view**

Click the **MPI** or **Active** radio button to select your search type

- **MPI (Master Patient Index)** will display all patients who have registered at Providence. Each visit will display as an individual record (with an account number)
- **Active** will display patients who are currently registered only

Search for specific patients by entering information into one or more of the search fields

- **Last Name –** *Type* **Last Name, Medical Record Number,** or **Social Security Number.**
  - **Last Name:** Use the % sign if you do not know the full name.
  - **Medical Record Number**: MRN must be 8 digits long – add 2 zeros at the front if you have a 6 digit MRN
  - **Social Security Number**: Put a dash before the number, and do not put dashes in the number i.e. 123-45-5678 becomes -12345678
- **First Name** – narrow your search by *typing* **first name**
- **Birthdate/Age** – narrow your search by *typing* **birth date or age**.
  - **Age** must include years, months, or days, i.e. 15 Y or 6 M
  - **Birthdate** must be entered as MM/DD/YYYY
- **Sex** – narrow your search by selecting patient's sex

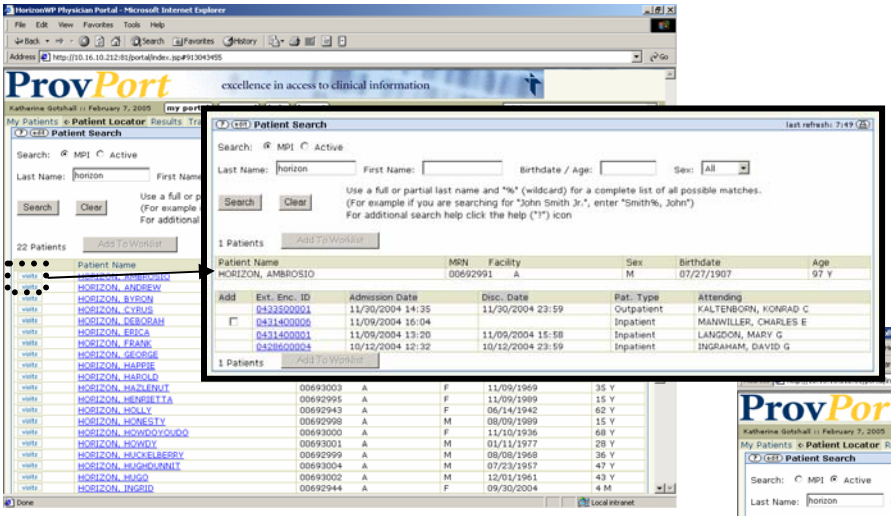


* The Last Name field is required. Data in the rest of the fields narrows the search only.

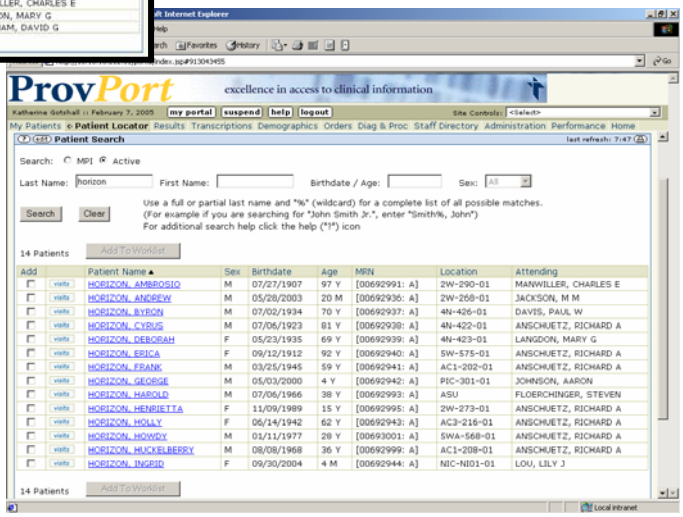
Single click **Search** to run your search

If the patient you are searching for visited the hospital under confidential circumstances, you will not be able to see that visit unless you are granted access to do so.
If you find that patient's visit in the MPI search and click on it, you will see this message:
"Warning: There are no encounters for the selected patient. Clinical data can not be displayed for this patient."

Adding Patients to your My Patients List:



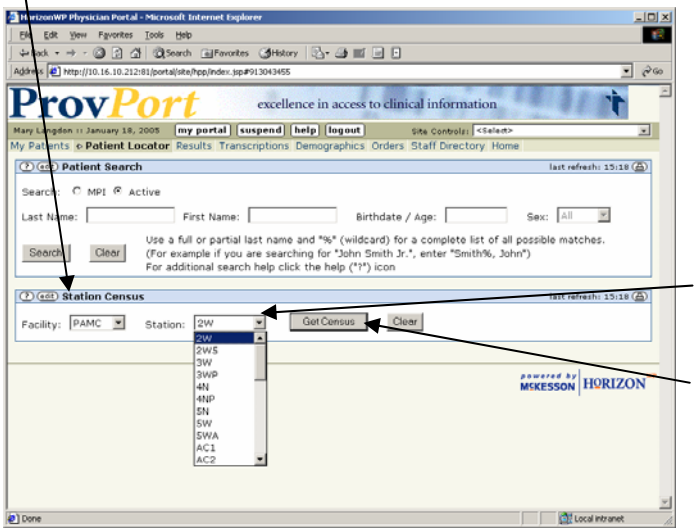
If you search through the Master Patient Index, you will see patients with the visits button next to them. When you click the visits button, you will see a list of admissions. If the patient is currently a patient, you may click the checkbox to add the patient to your My Patients list.



When searching through active patients only, you can click the checkboxes to add patients to your My Patients list, or you can click the visits button to see previous admissions.

Clicking on the Patient's name will take you to that Patient's most recent results.

Station Census

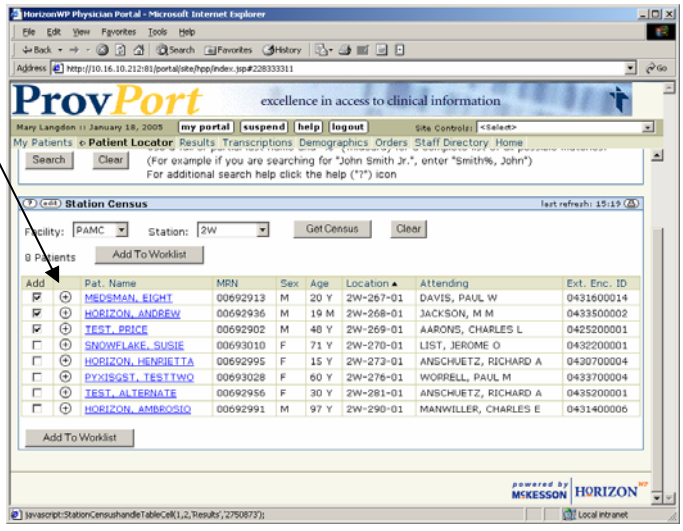


Located at the bottom of the Patient Locator screen, this module will allow you to see all patients currently located in a specific location

Single click the **Facility** dropdown to select a location

Single click the **Station** to select the nurse station within the Facility

Click **Get Census** to see the results



Selecting a patient

After searching for patients by name, medical record number, or location you will be provided with a patient list as seen here. Clicking on a patient name will take you to the **Results tab**.

Patient Results

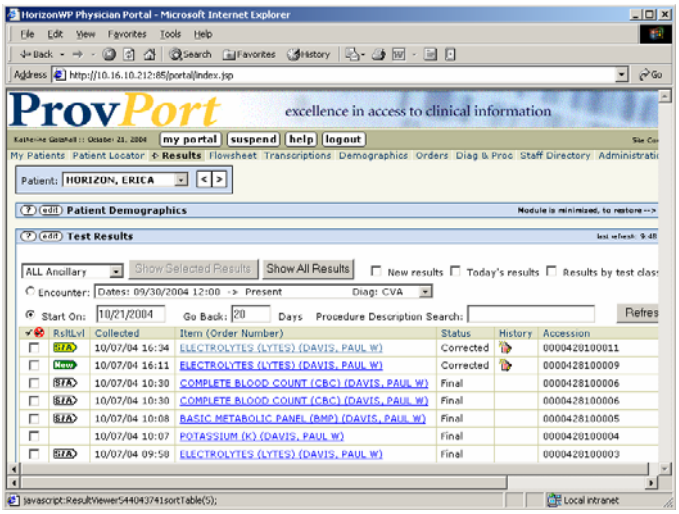
View a patients test results
Single click the **Patient Name** to view their results

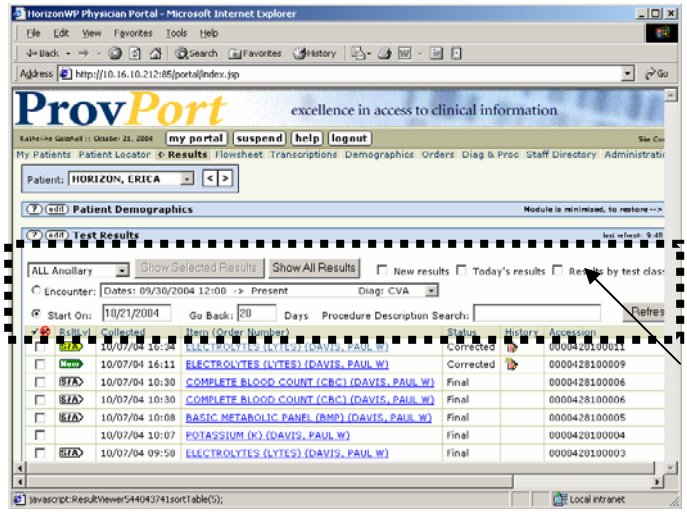
Clicking on a patient will first bring up their lab results for the last 7 days

All the results you have not seen will be flagged

- Green = normal
- Yellow = out of normal range
- Red = critical
- White = previously viewed abnormal or critical

Lab results will be displayed by individual test and include: Result status, Date collected, Test name, Test Status, History (if test is altered) Accession number

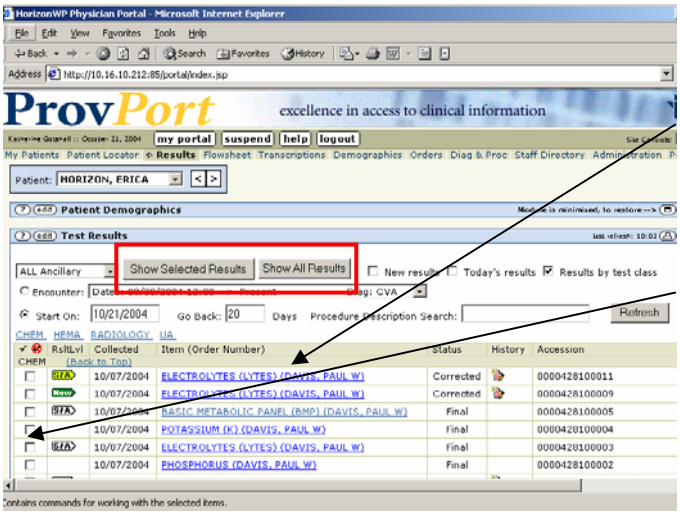




Modify lab results search
Lab results can be modified by using the various controls located at the top of the Test Results module
Selecting various options from the drop down menus will filter the test results

Single click **Refresh** to see results change

Single click **New results**, **Today's results** or **Results by test class** to filter test results.
Click the **check box** to remove check and filter when done

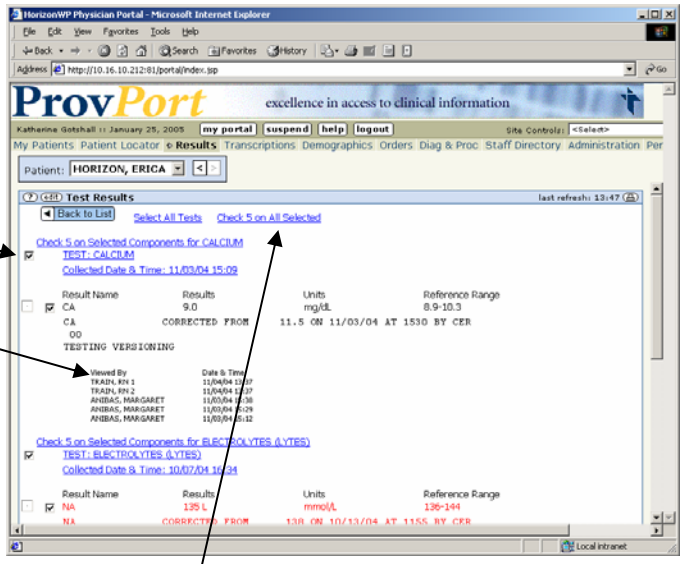


Viewing Specific Test Results

Single click the **Test Name** in the Item (Order number) field to see those specific test results

Check the **Exam** boxes for multiple tests and *click* the **Show Selected Results** button to show results for each test selected

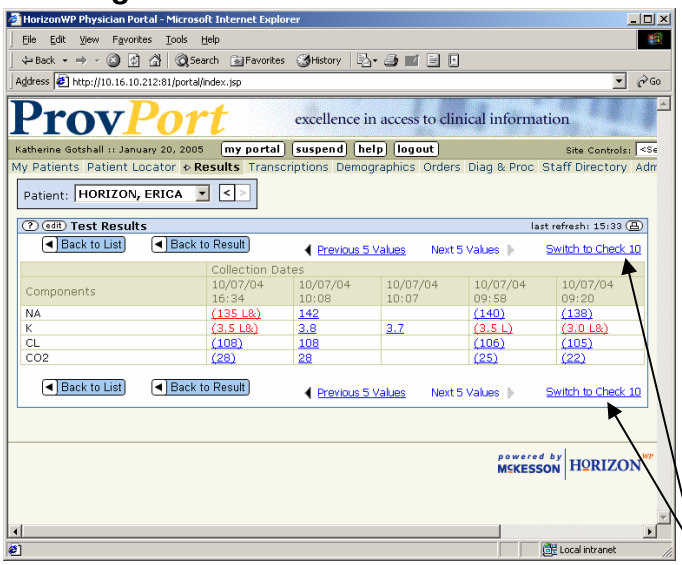
Click the **Show All Results** button to see all results at once



By default, all results are selected to view in Check 5. If you prefer, you can *uncheck* **individual results**, to only display the results you want to see.

You can see who has viewed this result here. These names will be recorded on all new results.

Viewing Check 5 / Check 10 Results



Single click the **Check 5** link to display multiple test results for those tests you have selected.

The results are listed in chronological order, newest first.

The most recent result displayed in Check 5 will be the result you clicked. If you clicked an older result, your newest check 5 result will be that older result. To avoid this problem, always click the most recent result on your list.

To switch this view to Check 10, *click* the **Switch to Check 10** Link.

Click **Back to List** to return to the list of test results.
Click **Back to Result** if you wish to return to the results of the test you originally selected.

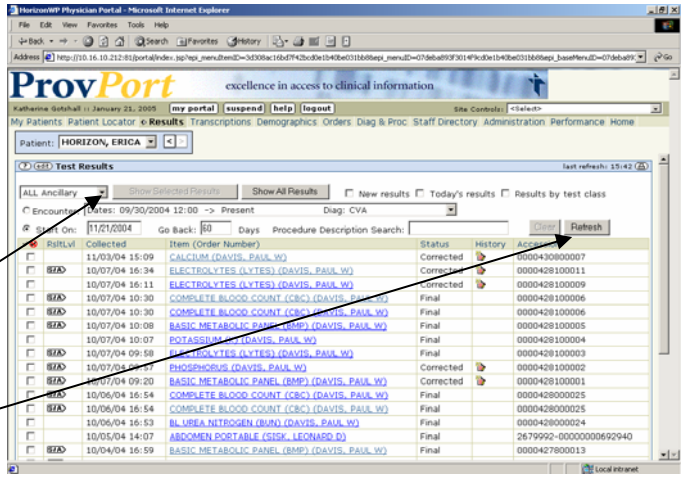
Displaying specific test results

A patient's test results are broken into several categories;

- Lab/blood bank
- Point of Care/Lab
- Micro/Pathology
- Rad Results (Radiology)

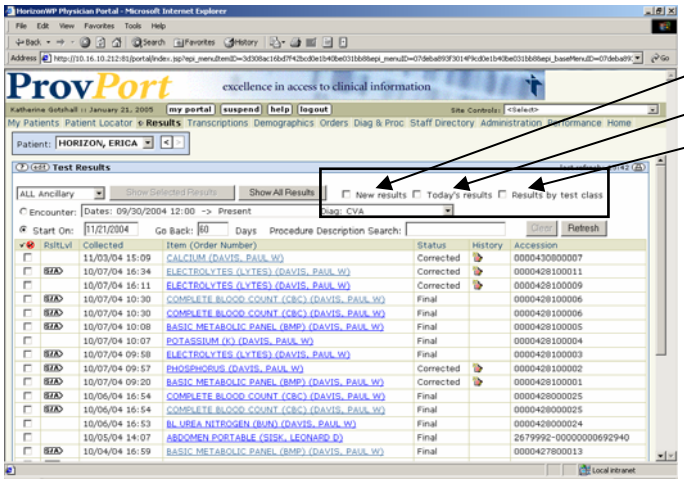
Single click the dropdown and select the desired lab result category

Click the **Refresh** button to view the results for that category



Filtering test results

A patient's lab results can be filtered by selecting one of the three result filters.



Single click one of the filter check boxes

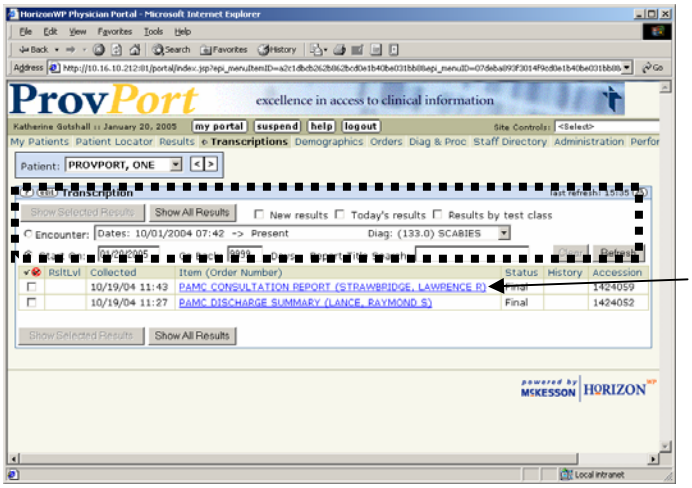
- **New results**
- **Today's results**
- **Results by test class**

***Single click* the** checked box **to remove the filter**

New results only shows unviewed results
Today's results only shows today's results
Results by test class categorizes and displays the results by predefined classes

Transcription

The **Transcription tab** will show the list of available transcribed documents for the selected patient.



Using the various results modules (in the dotted box) you can apply various filters to the list of documents displayed

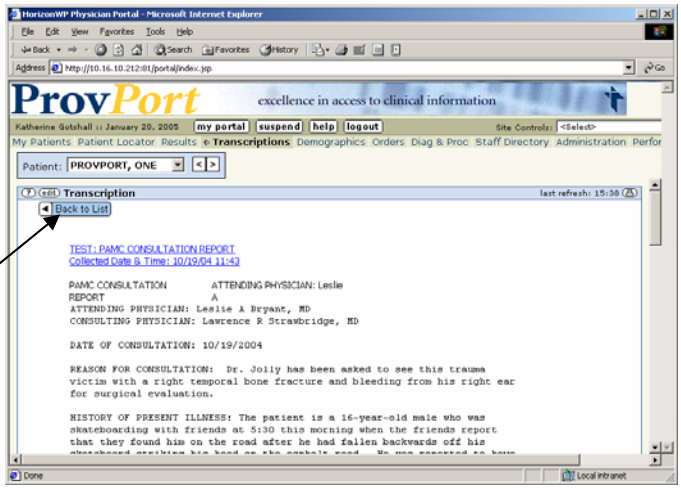
Single click a **blue link** to view a specific report

Click the **Checkboxes** and *click* the **Show Selected Results** button to view multiple reports.

Single click one of the **navigation tabs** to exit the specific transcription report

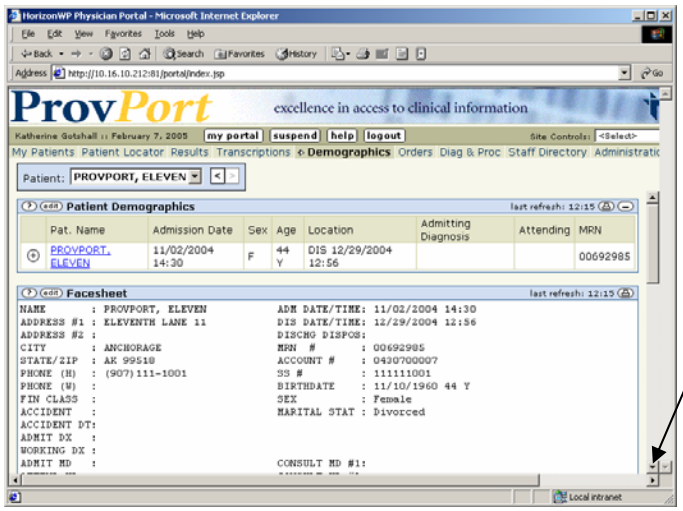
Click the Printer Icon to show a print preview, if you want to print the transcriptions.

Click **Back to List** or the **Transcriptions Tab** to return to the list of documents for your patient


HorizonWP Physician Portal - Microsoft Internet Explorer
ProvPort
excellence in access to clinical information
Transcriptions
Patient: PROVPORT, ONE
Transcription
Back to List
TEST: PAMC CONSULTATION REPORT
Collected Date & Time: 10/19/04 11:43
PAMC CONSULTATION REPORT
ATTENDING PHYSICIAN: Leslie A Bryant, MD
CONSULTING PHYSICIAN: Lawrence R Strawbridge, MD
DATE OF CONSULTATION: 10/19/2004
REASON FOR CONSULTATION: Dr. Jolly has been asked to see this trauma victim with a right temporal bone fracture and bleeding from his right ear for surgical evaluation.
HISTORY OF PRESENT ILLNESS: The patient is a 16-year-old male who was skateboarding with friends at 5:30 this morning when the friends report

Demographics

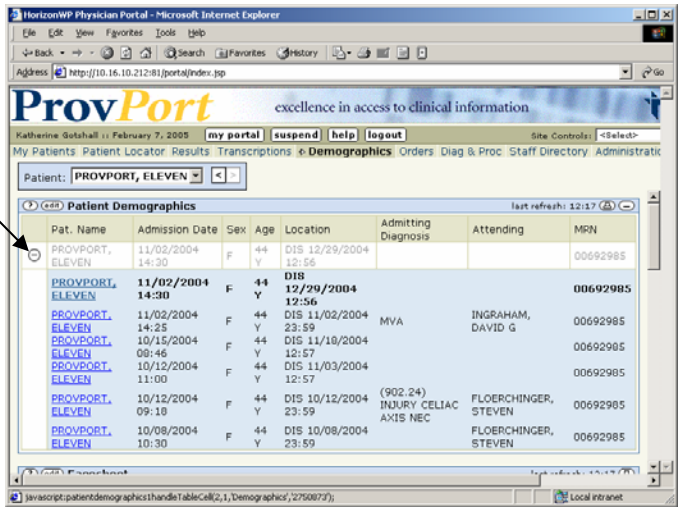
Demographics will show you the patient's personal data, including address, Medical Record Number, Birth date, Physicians, Emergency contact information, and Insurance information

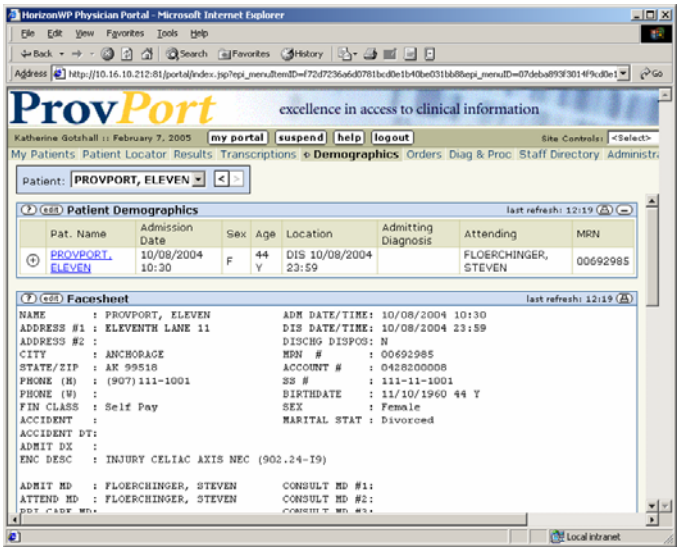


Single click the **Demographics** tab to display the Patient Demographics and Facesheet modules

Scroll down to the bottom of the demographics screen to view the patient's *Insurance information*

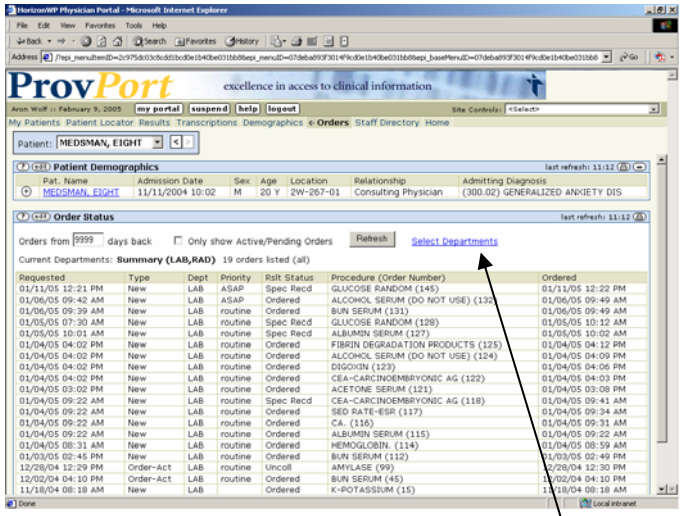
If you need to see other Facesheets, from other visits, *click* the **+** sign next to the patient's name, then *click* a different visit.


HorizonWP Physician Portal - Microsoft Internet Explorer
ProvPort
excellence in access to clinical information
Patient Demographics



The new facesheet shows.

Orders



If you are missing the result to a lab test, you can check the Orders tab to see if it has been ordered.

You will see

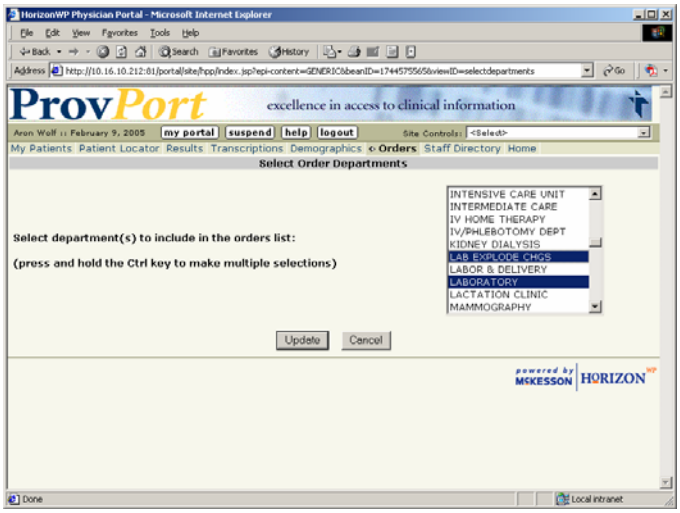
- The date and time the lab was requested
- The type of lab requested
- The department (Lab, Rad, etc)
- The priority code under which the lab was ordered
- The current status of the Lab Result
- The Procedure and its Order Number
- The date and time the lab was actually ordered.

You can *click* the link to **Select Departments** to narrow your list of orders.

Click the **departments** you want to see.

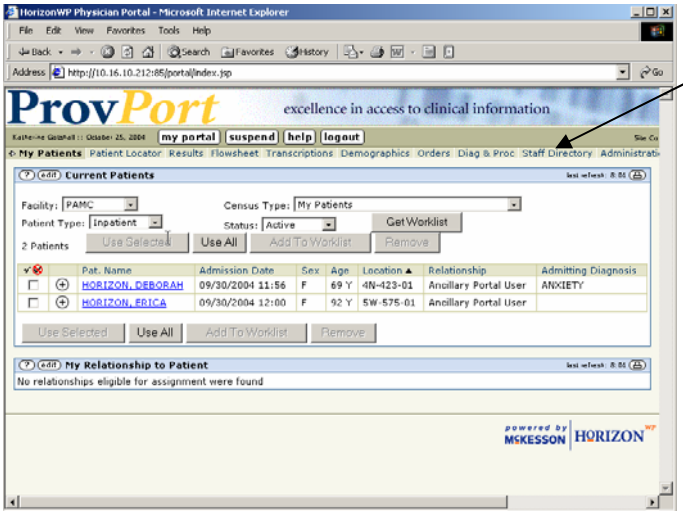
Hold down the Ctrl key while clicking to highlight multiple departments.

Then *click* **Update**.



Staff Lookup

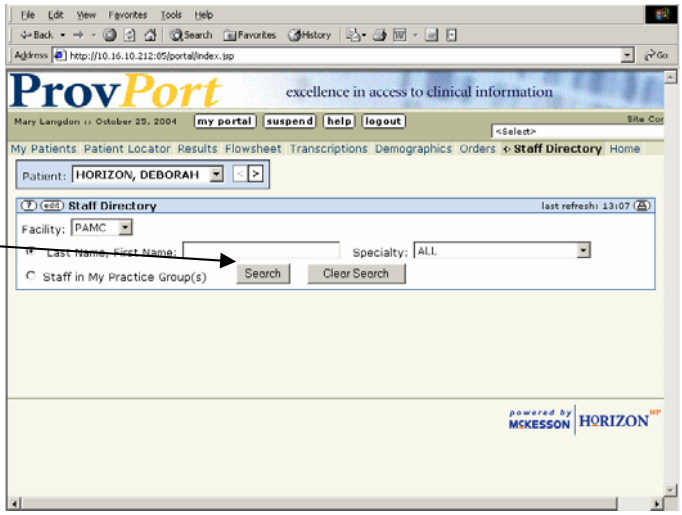
The Staff Directory tab allows you to look up contact information on credentialed physicians at Providence.

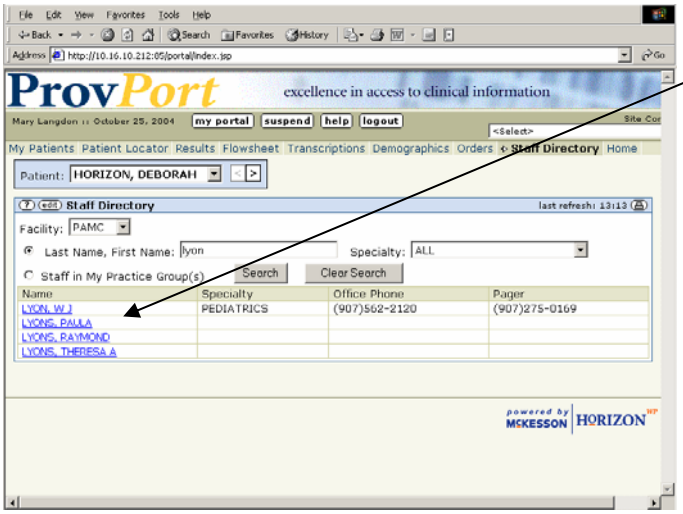


Single click the **Staff Directory** tab to change to the staff directory page

Enter a staff member's **Name**, **Specialty**, and/or **Facility**

Click **Search** to find that person's contact information



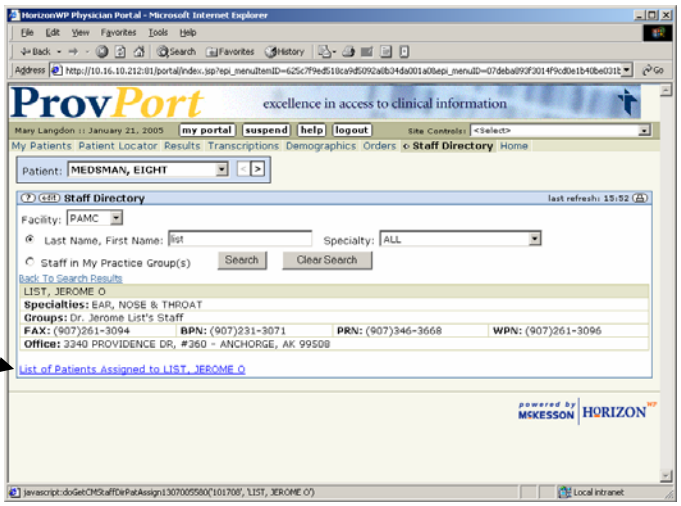


Single click the **name** of the person who you wish to view

Although many staff members' names will show, only physicians will have contact information associated with them.

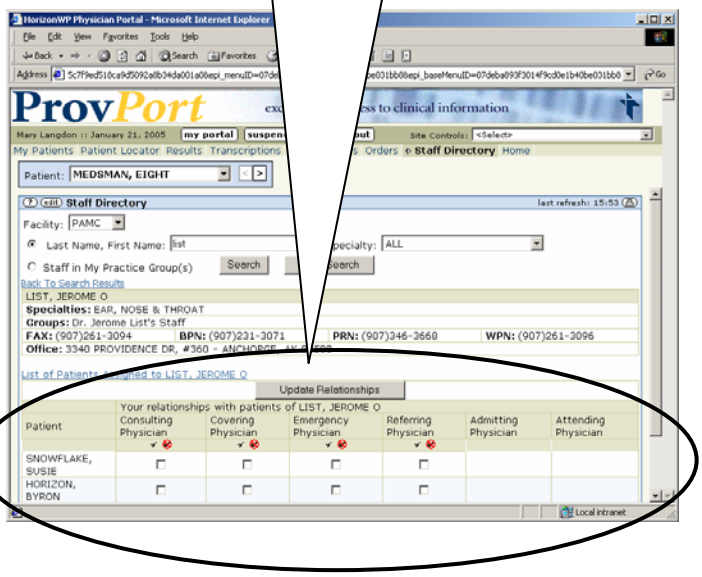
If you are a physician or member of the same group as the physician that you are looking up, you can use the link to see that physician's patients.

Single click the **List of Patients Assigned**



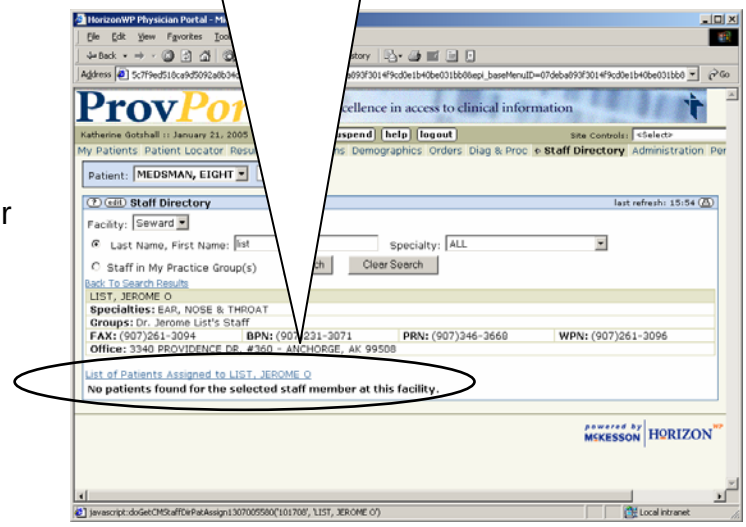
You will see one of these two results:

This user *has* access to the physician's patient list



Or

This user does *not have* access to the physician's patient list



In ProvPort, most non-physician, PHSA staff will not have access to the list of patients assigned to a physician. If you need this information, use STAR's Physician Patient List.

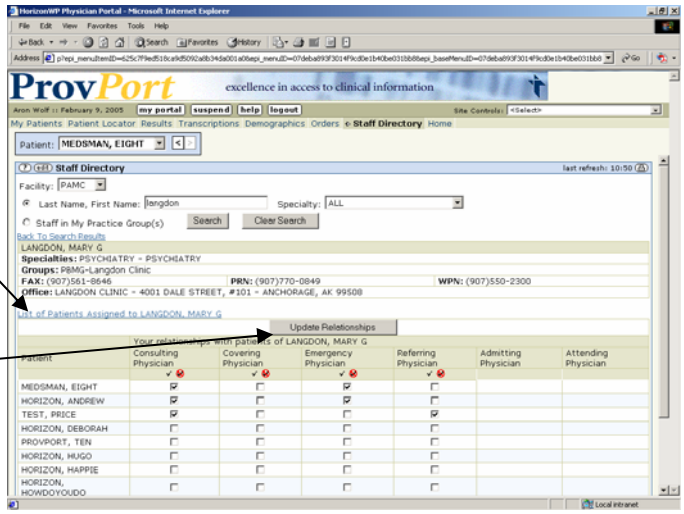
Adding Other Physician's Patients (Covering)

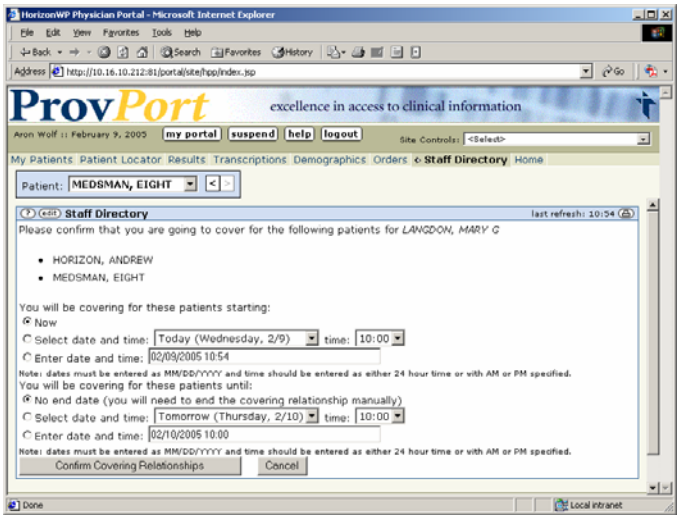
If you are covering for another Physician, you can search for that physician in the Staff Directory.

Then *click* the link for the **list of patients** assigned to that physician.

Now you can *click* the **Covering Physician checkbox** for any patients you will be covering.

Then *click* **Update Relationships**.




ProvPort
excellence in access to clinical information
Staff Directory
Please confirm that you are going to cover for the following patients for LANGDON, MARY G
HORIZON, ANDREW
MEDSMAN, EIGHT
You will be covering for these patients starting:
Now
Select date and time: Today (Wednesday, 2/9) time: 10:00
Enter date and time: 02/09/2005 10:54
You will be covering for these patients until:
No end date (you will need to end the covering relationship manually)
Select date and time: Tomorrow (Thursday, 2/10) time: 10:00
Enter date and time: 02/10/2005 10:00
Confirm Covering Relationships
Cancel

Now you can edit when you will be covering these patients.

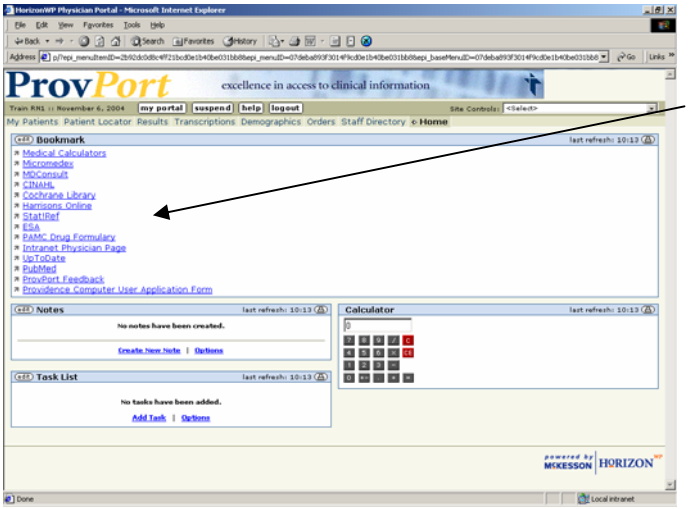
You can either select a date and time, or type it in the correct format: Dates must be entered as MM/DD/YYYY and time should be entered as either 24 hour time or with AM or PM specified.

Enter the start and end criteria, then *click* **Confirm Covering Relationships.**

These patients will only be on your My Patients List during the specified times.

Home

The **Home tab** provides users with bookmarks to various helpful medical resources on the Internet, a notes and task list resource, as well as a calculator



Single click a **Bookmark** to access various electronic resources

Be sure to use the ProvPort Feedback link to submit questions and feedback as you work with ProvPort.